

1-26-2011

Meeting Minutes

WKU Council of Academic Deans

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Council of Academic Deans
Wednesday, January 26, 2011
Minutes
1:30 – 3:00 p.m.

Members Present: Robert Reber, Richard Bowker, John Bonaguro, Sam Evans, Blaine Ferrell, David Lee, Craig Cobane, Dennis George, Mike Binder, and Gordon Emslie (ex officio).

Guests Present: Beth Laves, Sylvia Gaiko, Richard Miller, Ladonna Hunton, Mike Dale, Doug McElroy, and Teresa Jackson.

I. Approval of January 12, 2011 Minutes

After discussion, the minutes from the January 12, 2011 meeting of the Council of Academic Deans were approved with a minor change. Recommendations from deans regarding the Fiscal Year 2012 Budget will be due to Mr. Mike Dale on January 31, 2011, instead of the first week in February as stated in the minutes.

II. Follow-Up Items:

A. Policy 1.5030 – Selection, Appointment, Evaluation and Reassignment of Deans

After discussion, it was agreed to review paragraphs 3 and 6 in section B. Drs. Bowker, Bonaguro and Lee will write suggested revisions to the Policy and bring them back to the Council of Academic Deans at a future meeting.

B. Policy 1.1240 – Extension of the Probationary Period

Dr. Emslie presented the revised Policy 1.1240. There was discussion on the Senate's concern regarding the role of the Provost. It was suggested that extension requests be approved by the Dean, taking into consideration the recommendation of the Department Head and after consultation with the Associate Vice President for Academic Affairs. This brings a degree of uniformity to the process while preserving the objectivity of the Provost should an appeal result.

This policy was endorsed by the Council of Academic Deans and will move forward to Administrative Council for approval.

C. Stipends

There was brief discussion regarding the different types of stipends currently being paid. Mr. Dale discussed guidelines to determine if a stipend should continue or should be rolled into the base salary. Dr. Emslie indicated if the duties remain the same year after year, it is best to roll the stipend into the base salary.

D. Budget Cuts

There was a brief discussion regarding upcoming budget cuts. Dr. Emslie and Mr. Dale will work together in early February and will try to get back with Deans by Valentine's Day regarding final cuts for each unit.

E. When is Travel Official, and Why do we Need to Know?

Dr. Emslie discussed the Pre-Authorization Travel Form emailed to faculty on January 24, 2011. He has received several requests for clarification. Dr. Emslie presented a draft document to help elucidate when travel should be considered official. He indicated that he had also shared the draft with the Senate.

Ladonna Hunton asked Deans to share the form with staff in their divisions.

It was agreed to amend the "Blanket Trip" portion of the form to cover multiple trips to multiple destinations, each less than 150 miles distant and not requiring an overnight stay.

F. Other

Dr. Emslie announced the Open Forum scheduled for February 4 may be postponed as he must be out of the country. He indicated President Ransdell will send out information in the next day or so.

IV. Discussion/Action Items:

A. SACS mid-term Review

Dr. Sylvia Gaiko indicated the Coordinator spreadsheet information has been received and that the report writing is going well. Deans will probably receive the report before February 1 for review. Dr. Emslie asked Deans to review the report with a friendly, but critical, eye. Dr. Gaiko reminded the deans that there is no site visit associated with this report, and Dr. McElroy indicated that a QEP progress report is part of the report.

B. Benchmark Institutions

Dr. Emslie discussed WKU Benchmark Institutions and the need to review the current Benchmarks. There was discussion regarding the kind of institutions needed to be included in the list. Dr. Emslie asked the deans to discuss the issue with department heads and make recommendations for appropriate Benchmarks.

C. Other

Dr. Miller reminded the deans to notify individuals who had indicated they are interested in WKU employment information during the recent SREB Conference. He asked the deans to let him know the status of recruiting minority candidates.

Respectfully submitted,
Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date